

**2010 Benefit Forms Processing Schedule
Bi-Weekly Paid Employees**



Benefit Changes (UPAY 850 forms) due to HR Benefits by 5:00pm for processing	Benefit Changes reflected in paycheck
Wednesday, January 6	January 15, 2010
Wednesday, February 17	February 26, 2010
Wednesday, March 17	March 26, 2010
Wednesday, April 14	April 23, 2010
Wednesday, May 12	May 21, 2010
Wednesday, June 9	June 18, 2010
Wednesday, July 7	July 16, 2010
Wednesday, August 18	August 27, 2010
Wednesday, September 15	September 24, 2010
Wednesday, October 13	October 22, 2010
Wednesday, November 10	November 19, 2010
Wednesday, December 8	December 17, 2010